

SAMPLE FORMATATTACHMENT AVIA AIR  
(Specify Air or Sea Pouch)

DISPATCH NO. \_\_\_\_\_

SECRET
RYBAT
CLASSIFICATION

TO Chief of Station,

DATE \_\_\_\_\_

25X1A

FROM Chief, [REDACTED]

SUBJECT { GENERAL Administrative  
 SPECIFIC Representational Expenses

1. Transmitted herewith is a new Letter of Authorization setting forth your authorities in connection with the use of your Representation Allowance and the accounting procedure to be used in reporting such expenditures.

2. Vouchers reporting your monthly Representation Allowance Expenditures should read somewhat as follows:

<u>DATE</u>	<u>PAID TO</u>	<u>PURPOSE</u>	<u>AMOUNT</u>
1-30 March 1957	Various	Expenses incurred during March 1957 in the proper maintenance of my official position.	(As determined by addition of all your March 1957 Representational Expenses.)

3. Supporting documentation should not be attached to your monthly Representation Allowance voucher but should be maintained by you. The authority line of your Representation Allowance voucher should make reference to the attached Letter of Authorization.

/s/

[REDACTED] 25X1A

Enclosure: Letter of Authorization to Incur  
 Representational Expenses

\_\_\_\_\_ 1957

## Distribution:

- 1 - Chief of Station, \_\_\_\_\_, w/encl. as noted
- 1 - C/(Division) )
- 1 - DD/S ) Typed on copies only.
- 1 - SSA-DD/S )

Coordinated w/ADD/S

25X1A

SECRET
RYBAT
CLASSIFICATION

/s/

25X1A

[REDACTED], C/FE

[REDACTED] SSA-DD/S  
(Authenticating Officer)

FORM NO. 51-28  
 JUN 1949